

Inclusive History Researcher, Division-wide

The Delaware Division of Historical and Cultural Affairs (Department of State), seeks an enthusiastic and experienced individual to work with Division staff to expand our knowledge base to include more diverse communities and topics in Delaware history.

The Inclusive History Researcher, Division-wide will research topics across the state at the direction of the Leader for DEAI (Diversity, Equity, Accessibility, and Inclusion) and Curator of Education. Depending on the research project, this position will also work with the various teams within the Division including the State Historic Preservation Office, Sites, and Collections.

The position is casual/seasonal and limited to 29.5 hours per week. Scheduling is flexible and remote work is available. The position will be based in Dover, DE. The pay rate is \$14.43/hour.

Responsibilities:

- Conducts research in support of various teams and sites within the Division as identified by the Leader for DEAI and their immediate supervisor.
- Works with the Leader for DEAI, immediate supervisor, and appropriate Division staff to develop research plans.
- Effectively communicates information with Division staff for project, program, and/or collections planning and management.
- Presents findings to internal and external groups.

Knowledge and Abilities:

1. Interest in local history and a readiness to learn and expand knowledge of Delaware history;
2. Strong written and oral communication skills with attention to details;
3. Excellent interpersonal skills to work with diverse volunteers, staff, and residents;
4. Strong organizational and project management skills with ability to work independently, proactively and as a team member with ability to work well under pressure and manage multiple deadlines at once;
5. Computer literacy, particularly in Outlook, Word, Excel, Power Point;
6. Ability to utilize videoconferencing programs such as Zoom and WebEx for meetings;
7. Must have a valid driver's license.

Position Requirements:

1. Six months experience in record keeping.
2. Knowledge of museum practices such as collections management, research, exhibit design, handling of collections, preservation or maintenance of historic buildings, conducting museum educational programs or tours.
3. Knowledge of public relations, media relations or communications such as establishing and promoting a positive image with the public, informing or influencing specific audiences through the use of internal and external communications such as public forums, journalism, writing, marketing, advertising, social media, promotions, or special events.

Delaware Division of Historical and Cultural Affairs

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the Division's Statement on Race and Equity at <https://history.delaware.gov/about-agency/>

Please apply by submitting a cover letter and resume to Museums@delaware.gov

Closing date: Open until filled

